

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
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DATE: September 3, 2010

PERSONNEL LETTER #10-020
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: Lisa Crowe, Chief
Personnel/Payroll Services Division

RE: **EMPLOYMENT HISTORY MASS UPDATE - RETIREMENT CHANGES AND PERSONAL LEAVE PROGRAM**

The employment history data base (EHDB) will be updated after the close of business today (Friday, September 3, 2010) to effect the various employee retirement rate changes and implement the Personal Leave Program (PLP) pay reductions that are a result of the newly ratified bargaining unit contracts.

RETIREMENT RATE CHANGES

The employee retirement rate changes will be accomplished through the 505 transaction and involves rank and file employees in bargaining units 8, 12, 16, 18 and 19. New retirement account codes were required to change the employee contribution rates for all units except unit 8. The chart below reflects the account code and rate changes that will result from the employment history mass update process.

| Retirement Category | Old Account Code | New Account Code | Old Rate | New Rate |
|---------------------|------------------|------------------|----------|----------|
| Miscellaneous | 40 | 2A | 6% | 11% |
| | 42 | 2B | 6% | 11% |
| | 45 | 2C | 5% | 10% |
| | 4B | 2D | 5% | 10% |
| | 4L | 2E | 5% | 10% |
| | 4P | 2F | 5% | 10% |
| | 4T | 2H | 5% | 10% |
| | 4X | 2J | 5% | 10% |
| Industrial | 46 | 9E | 6% | 11% |
| | 48 | 9F | 6% | 11% |
| | 49 | 9G | 5% | 10% |
| | 9C | 9L | 5% | 10% |
| Safety | 10 | 1B | 6% | 11% |
| | 12 | 1C | 6% | 11% |
| | 19 | 1D | 6% | 11% |
| | 30 | 1E | 6% | 11% |
| | 6P | 1F | 6% | 11% |
| | 6R | 1G | 6% | 11% |

| Retirement Category | Old Account Code | New Account Code | Old Rate | New Rate |
|---------------------|------------------|------------------|----------|----------|
| POFF | 3A | No Change | 6% | 10% |
| | 3B | No Change | 6% | 10% |
| ARP | TJ | AA | 5% | 10% |
| | TL | AE | 5% | 10% |
| | TN | AG | 5% | 10% |
| | TS | AM | 5% | 10% |
| | TZ | AO | 5% | 10% |

With the exception of unit 8, please continue to withhold updating the EHDB with appointment transactions related to units 12, 16, 18 and 19 as outlined in Personnel Letter #10-019.

PERSONAL LEAVE PROGRAM PAY REDUCTION

The Personal Leave Program (PLP) requires a reduction in the pay rate through the use of a negative pay differential and applies to rank and file units 12, 16, 18 and 19 employees. The 350 transaction will be used to add the PLP pay differential earnings id '8PLP' to the employment history records of the affected employees. The resulting PLP pay differential amount will not display with a negative sign on the EH record or turnaround PAR. Further, a percentage based earnings id is rounded to the nearest cent hence, the resulting PLP pay reduction amount can contain cents. See DPA Pay Letter 10-19 for further details regarding the PLP pay differential.

All transactions resulting from the above automated mass update process will reflect a 09/01/2010 effective date. Turnaround (TAD) PARs will be issued from the update process and released on a flow basis. Only one TAD PAR reflecting both the 505 and 350 transactions (if applicable) will be generated.

Employees who could not be processed in the automated mass update will be manually processed by PPSD. The employees excluded from the mass update include bi-weekly paid employees or those with an employment history record reflecting an out-of-sequence status (i.e., the effective date on the most current transaction is after 09/01/2010). TAD PARs will be issued once the employment history record is updated. The effective date of the 505 and 350 transactions for bi-weekly paid employees is 08/29/2010 (beginning date of the 1st biweekly September 2010 pay period).

Subsequent SCO Personnel Letters and a California Leave Accounting Letter will be issued with additional details on the above two compensation/leave benefit changes.

LC:PMAB:lm